



Office of Montana Secretary of State Linda McCulloch

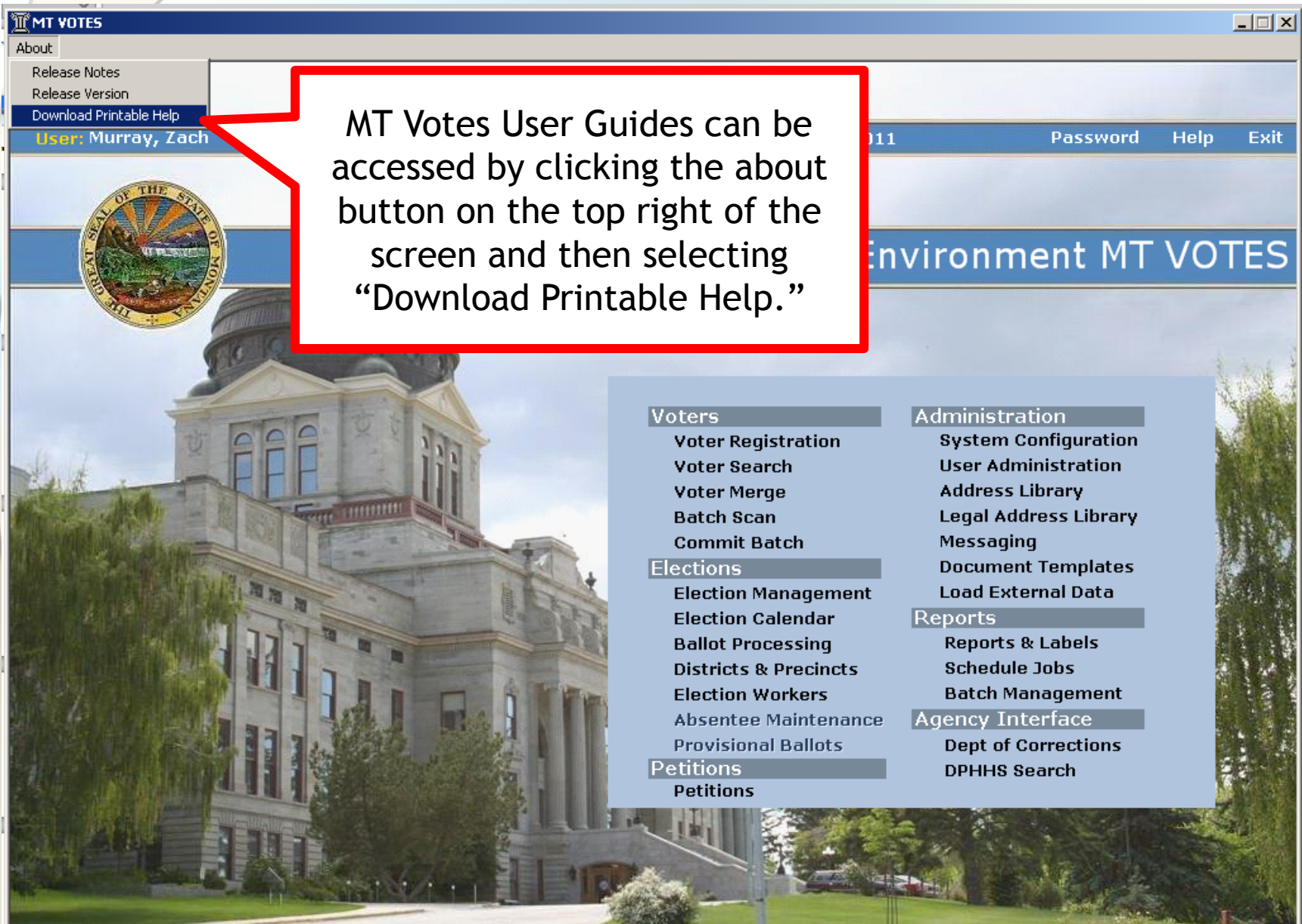


User Guides
System Configuration
User Administration
Security

Introduction

- This presentation is intended to introduce you to the following aspects of MT Votes:
 - User Guides
 - System Configuration
 - User Administration
 - Security procedures

User Guides



The screenshot shows the MT VOTES application window. The title bar reads 'MT VOTES'. The menu bar includes 'About', 'Release Notes', 'Release Version', 'Download Printable Help', and 'User: Murray, Zach'. The 'About' menu is open, showing these options. A red callout box points to the 'Download Printable Help' option. The main content area features the Montana State Seal and a background image of the Montana State Capitol building. On the right, there is a sidebar with a list of links organized into categories: Voters, Elections, Petitions, Administration, Reports, and Agency Interface.

MT VOTES

About

- Release Notes
- Release Version
- Download Printable Help

User: Murray, Zach

011 Password Help Exit

Environment MT VOTES

THE GREAT SEAL OF THE STATE OF MONTANA

Voters

- Voter Registration
- Voter Search
- Voter Merge
- Batch Scan
- Commit Batch

Elections

- Election Management
- Election Calendar
- Ballot Processing
- Districts & Precincts
- Election Workers
- Absentee Maintenance
- Provisional Ballots

Petitions

- Petitions

Administration

- System Configuration
- User Administration
- Address Library
- Legal Address Library
- Messaging
- Document Templates
- Load External Data

Reports

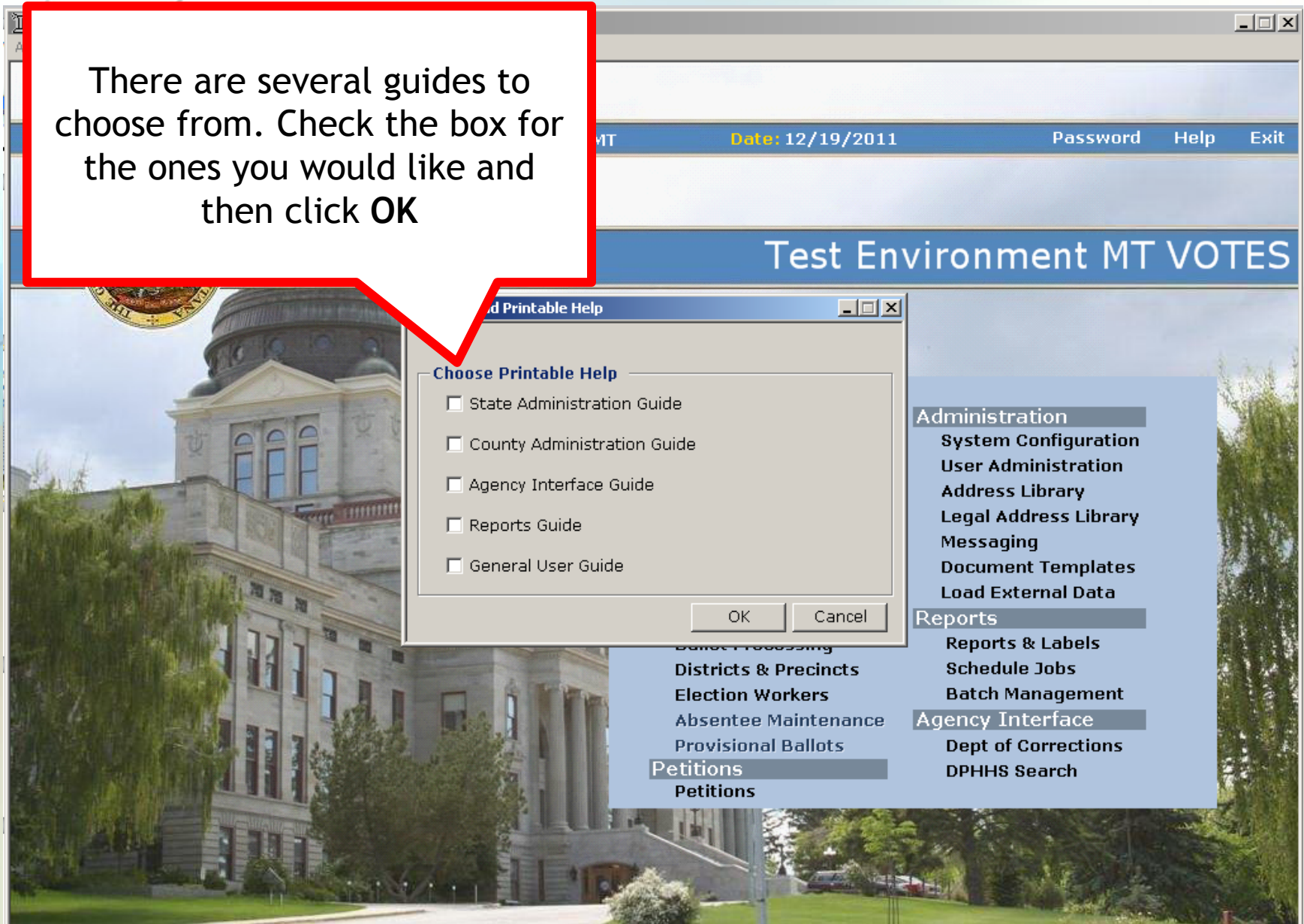
- Reports & Labels
- Schedule Jobs
- Batch Management

Agency Interface

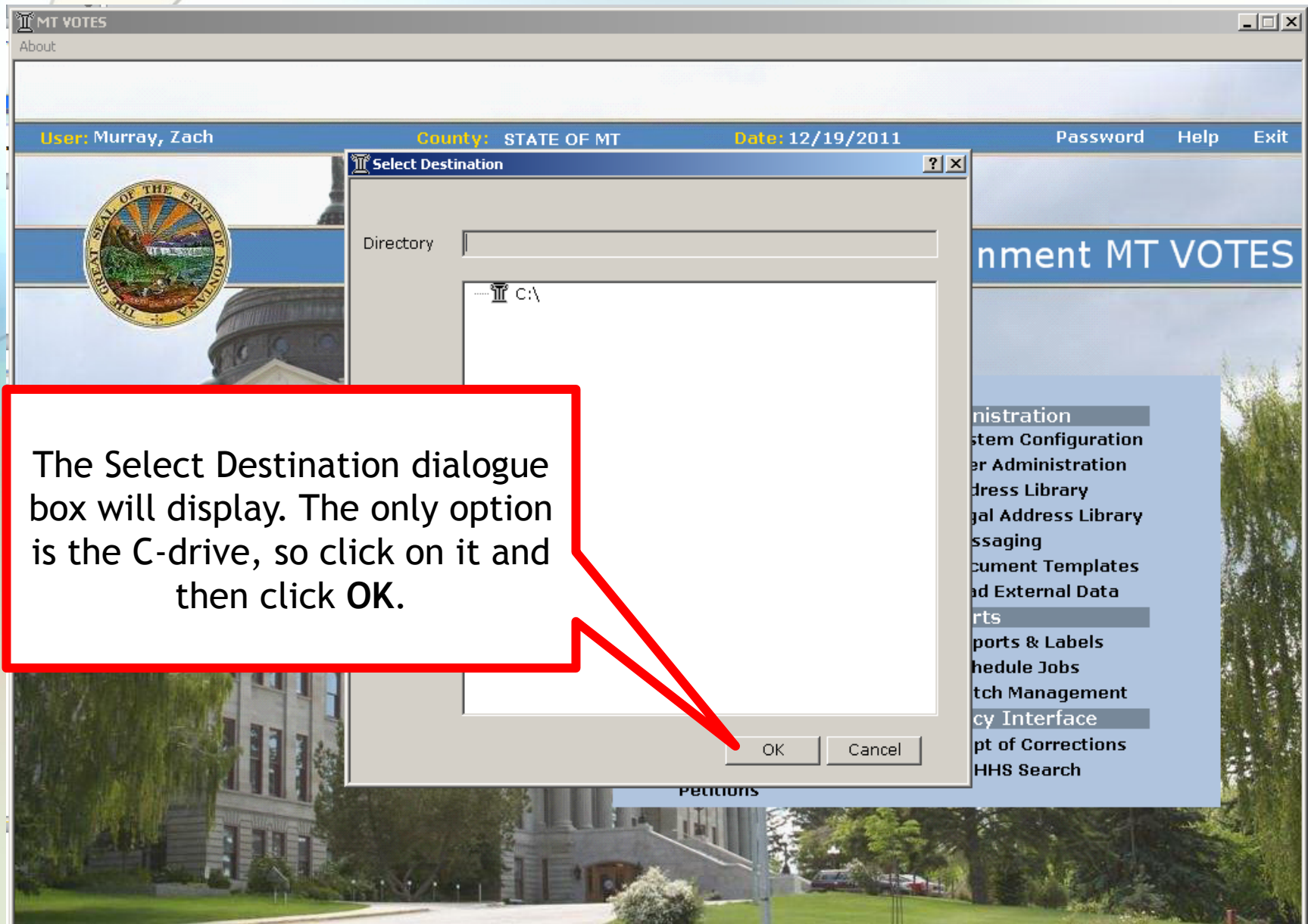
- Dept of Corrections
- DPHHS Search

User Guides

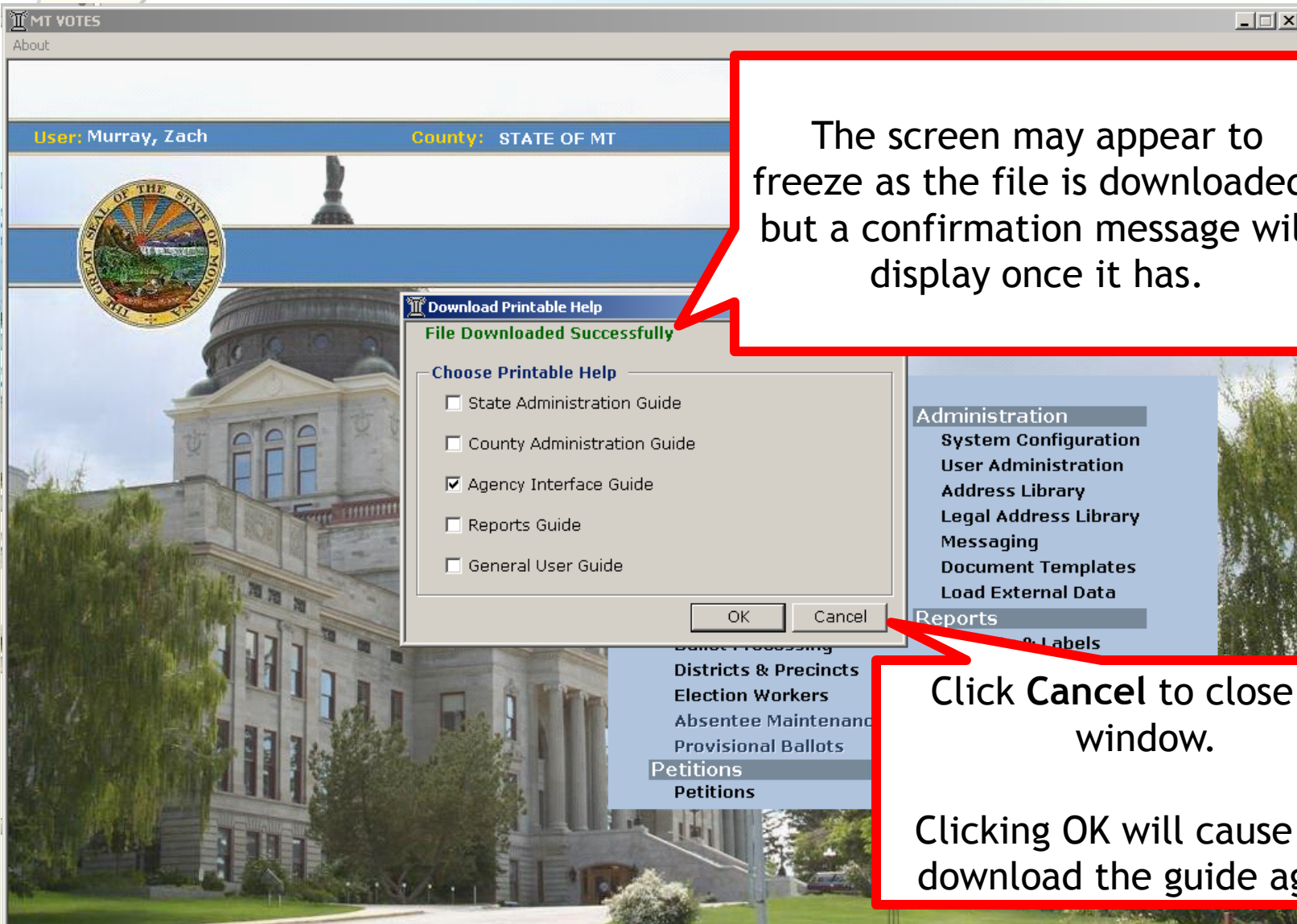
There are several guides to choose from. Check the box for the ones you would like and then click **OK**



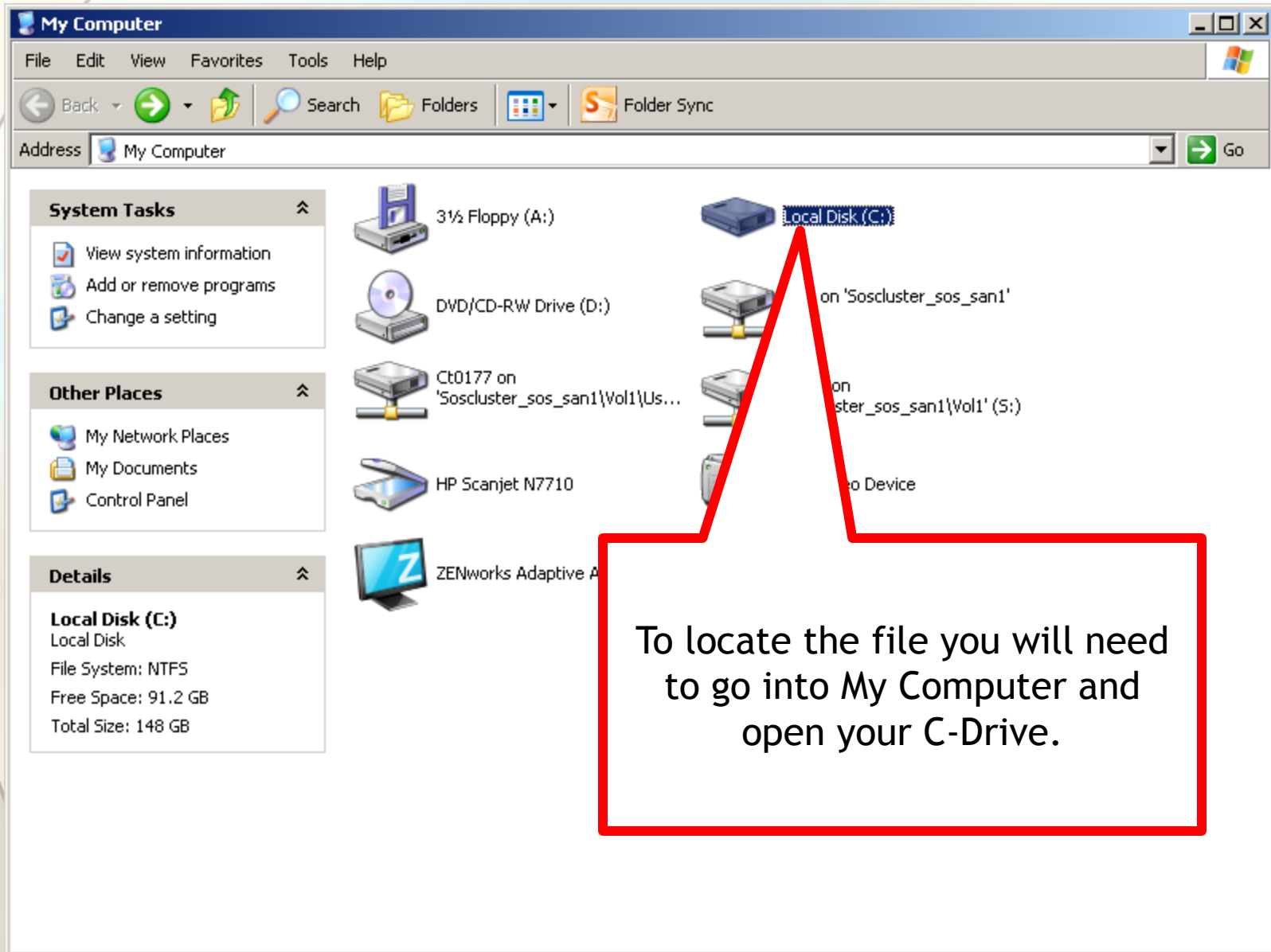
User Guides



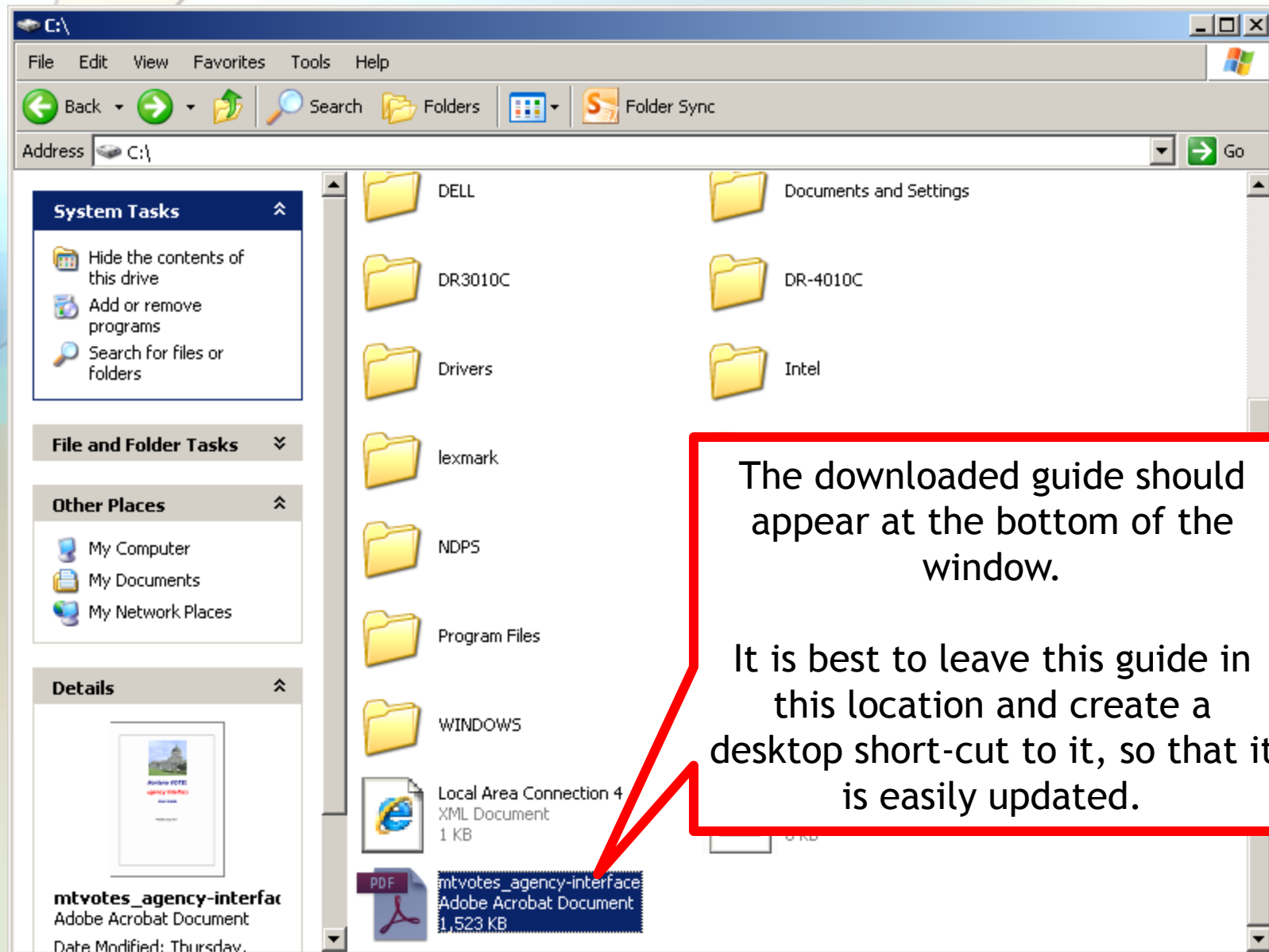
User Guides



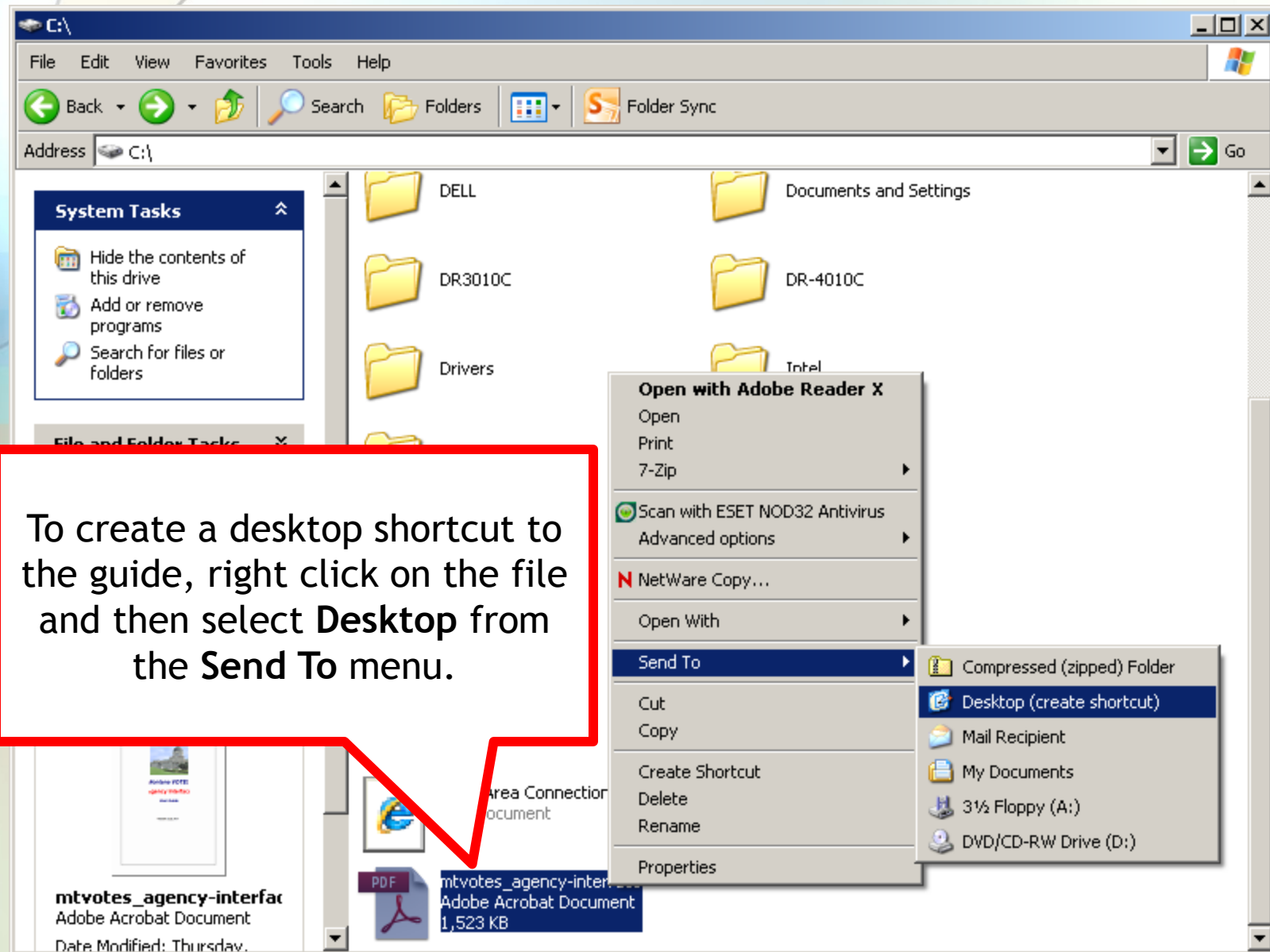
User Guides



User Guides



User Guides



User Guides



Shortcut to
mtvotes_agency-interface

Location: C:\

The shortcut will now display on your desktop, and the original file will remain on your C-drive.

This link will allow you to easily access the guide regardless of how many times you have downloaded it to get the newest version.

System Configuration

The screenshot shows the MT VOTES web application interface. At the top, there is a blue header bar with the MT VOTES logo and an 'About' link. Below this, a status bar displays 'User: Murray, Zach' and 'Co'. To the right of the status bar are links for 'Password', 'Help', and 'Exit'. The main content area features a large background image of the Montana State Capitol building. On the left side of the main area is the Great Seal of the State of Montana. A red callout box points to the 'System Configuration' option in the 'Administration' menu. The menu is organized into several categories: Voters, Elections, Petitions, Administration, Reports, and Agency Interface.

MT VOTES
About

User: Murray, Zach Co Password Help Exit

System Configuration

Voters

- Voter Registration
- Voter Search
- Voter Merge
- Batch Scan
- Commit Batch

Elections

- Election Management
- Election Calendar
- Ballot Processing
- Districts & Precincts
- Election Workers
- Absentee Maintenance
- Provisional Ballots

Petitions

- Petitions

Administration

- System Configuration**
- User Administration
- Address Library
- Legal Address Library
- Messaging
- Document Templates
- Load External Data

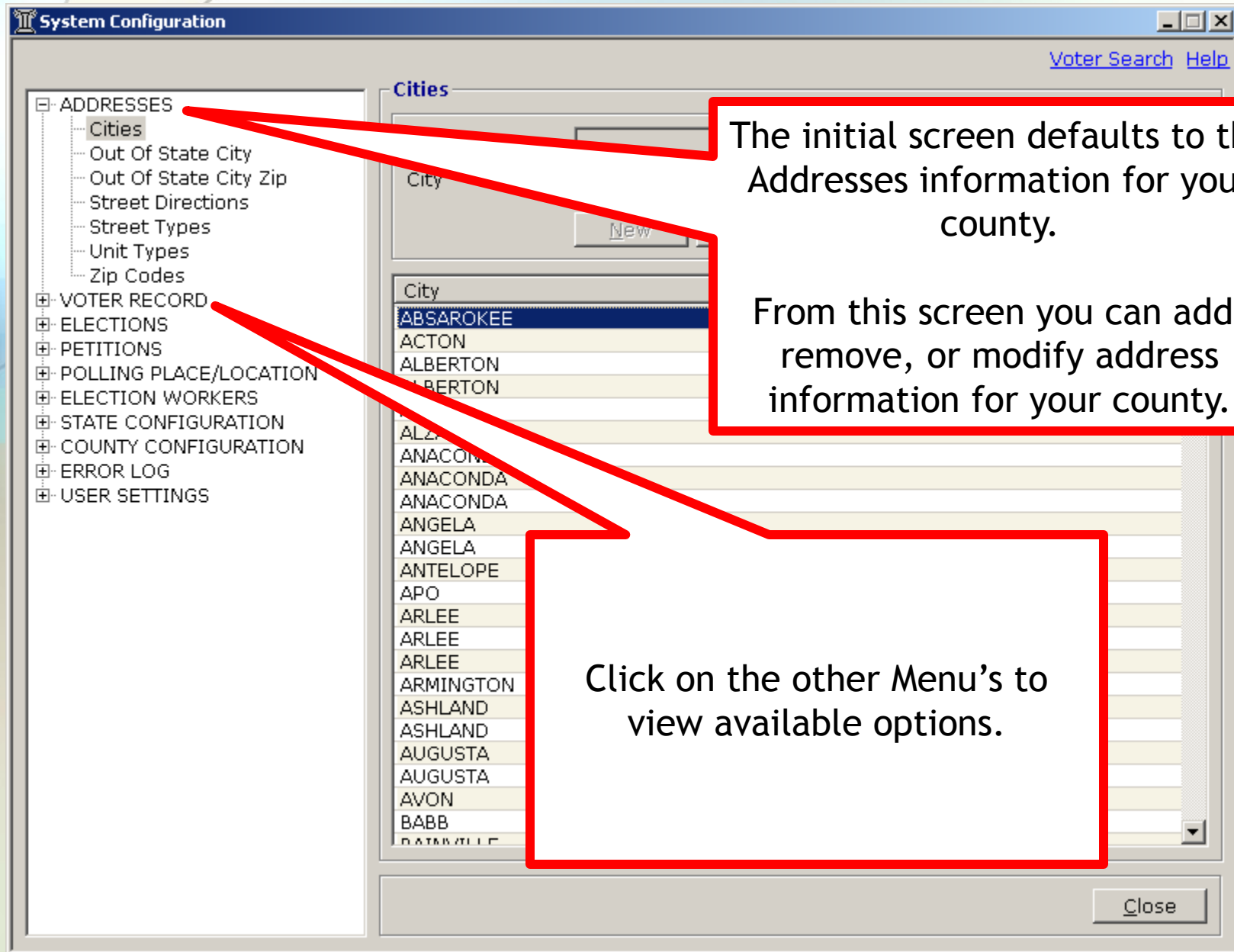
Reports

- Reports & Labels
- Schedule Jobs
- Batch Management

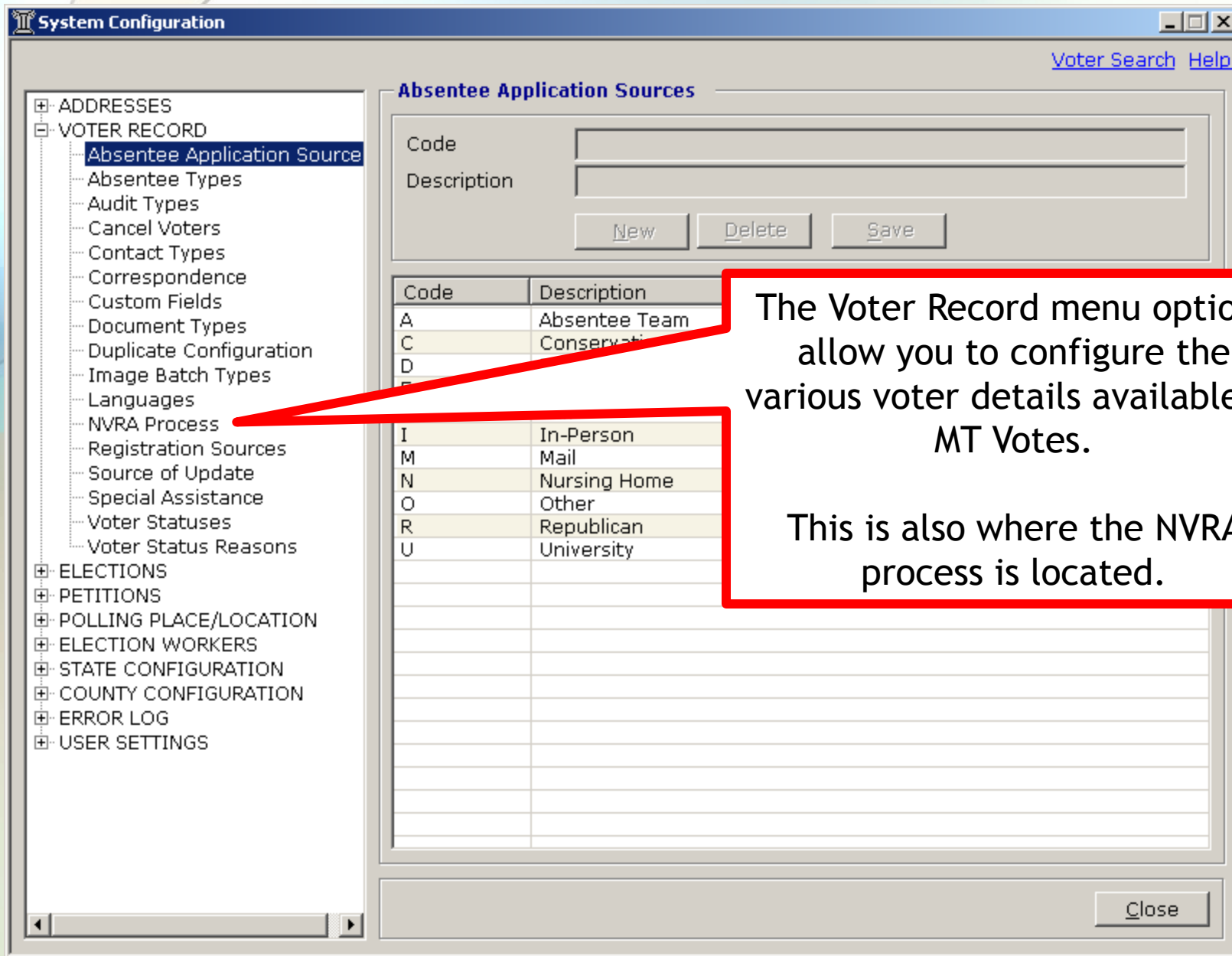
Agency Interface

- Dept of Corrections
- DPHHS Search

System Configuration



System Configuration



The Voter Record menu options allow you to configure the various voter details available in MT Votes.

This is also where the NVRA process is located.

System Configuration

The screenshot shows a 'System Configuration' window. On the left is a tree view with categories: ADDRESSES, VOTER RECORD, ELECTIONS, PETITIONS, POLLING PLACE/LOCATION, ELECTION WORKERS, STATE CONFIGURATION, COUNTY CONFIGURATION, ERROR LOG, and USER SETTINGS. The 'ELECTIONS' category is expanded, showing sub-items like Ballot Issue Reasons, Ballot Sources, Ballot Stages, Ballot Statuses, Ballot Status Reasons, Ballot Types, Budget Groups, Budget Lines, Candidate Statuses, District Types, Election Types, Flex Labels, Position Requirements, and Voting Methods. The 'Flex Labels' item is selected and highlighted. A red arrow points from this item to a callout box. The main area of the window is titled 'Flex Label' and contains configuration fields: 'Label Name' (text box), 'Label Size' (dropdown menu showing '4"x1.5"Roll'), and 'Text Color' (dropdown menu showing 'Black'). Below these are two lists of fields. The left list, titled 'Fields', includes '5 Line Mailing A', 'Ballot ID', 'Ballot Sec', 'Election Date', 'Full Residential', 'Mailing Address', 'Name', 'Party Code', 'Precinct', 'Res/Mailing Adc', and 'Residential Add'. The right list, titled 'Voter ID', includes 'Voter ID' and 'Name'. At the bottom are buttons for 'Save', 'Save As..', 'Remove', 'Cancel', and 'Close'.

System Configuration

[Voter Search](#) [Help](#)

- ADDRESSES
- VOTER RECORD
- ELECTIONS
 - Ballot Issue Reasons
 - Ballot Sources
 - Ballot Stages
 - Ballot Statuses
 - Ballot Status Reasons
 - Ballot Types
 - Budget Groups
 - Budget Lines
 - Candidate Statuses
 - District Types
 - Election Types
 - Flex Labels**
 - Position Requirements
 - Voting Methods
- PETITIONS
- POLLING PLACE/LOCATION
- ELECTION WORKERS
- STATE CONFIGURATION
- COUNTY CONFIGURATION
- ERROR LOG
- USER SETTINGS

Flex Label

Label Name:

Label Size: 4"x1.5"Roll

Text Color: Black

Fields

- 5 Line Mailing A
- Ballot ID
- Ballot Sec
- Election Date
- Full Residential
- Mailing Address
- Name
- Party Code
- Precinct
- Res/Mailing Adc
- Residential Add

Voter ID

- Voter ID
- Name

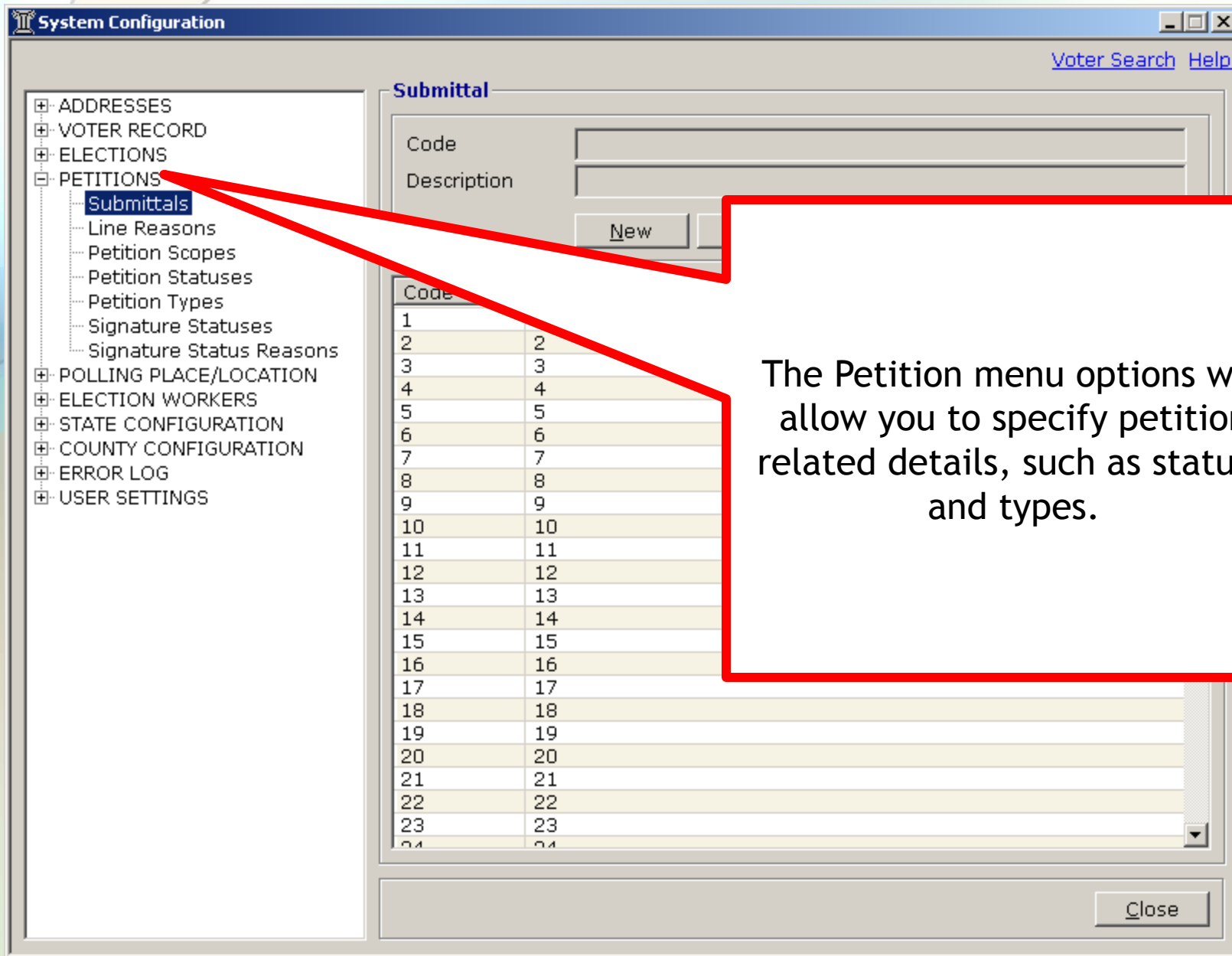
Save Save As.. Remove Cancel

Close

The Elections menu contains options for managing various election related defaults and information.

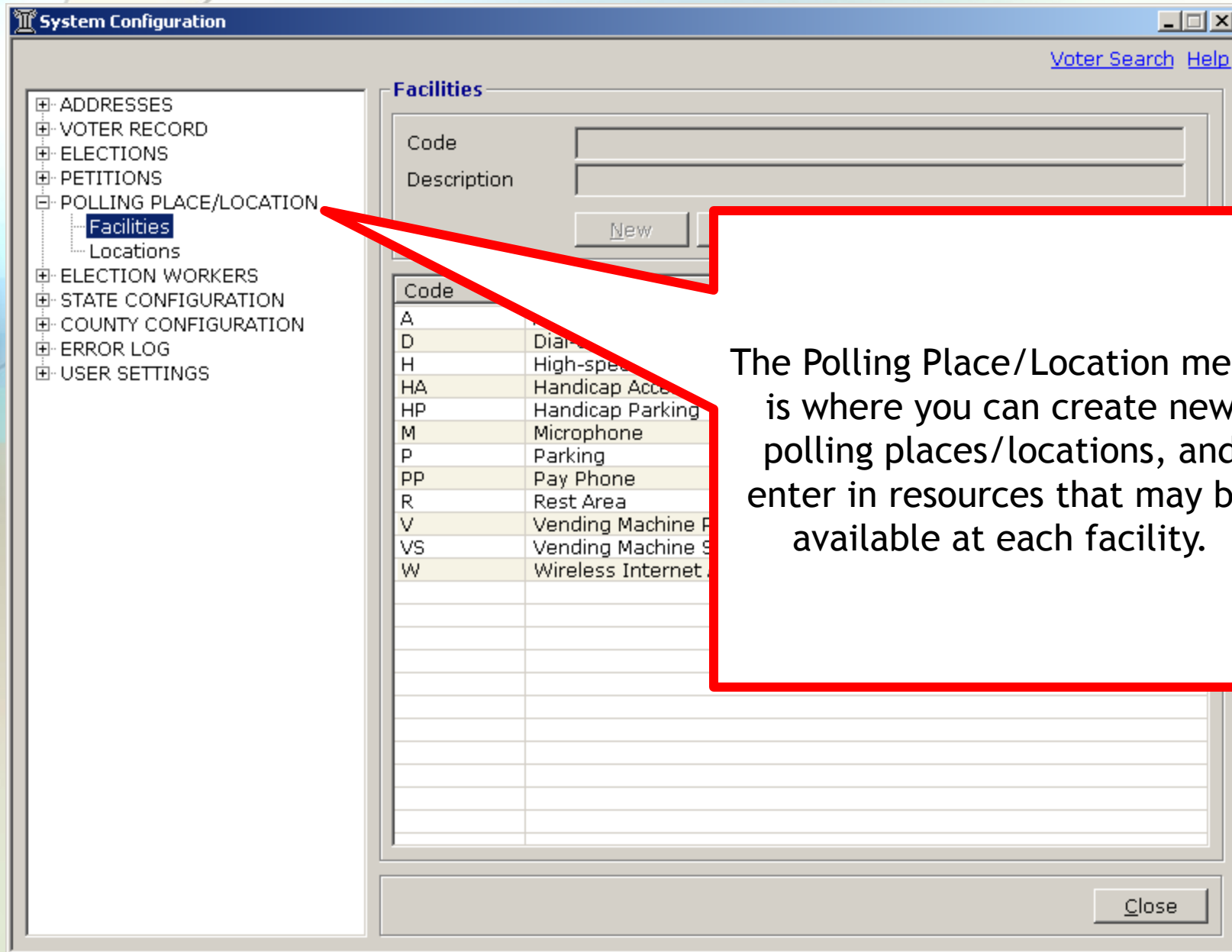
The Flex label screen will allow you to create custom label times to be used in election management when printing ballot labels.

System Configuration

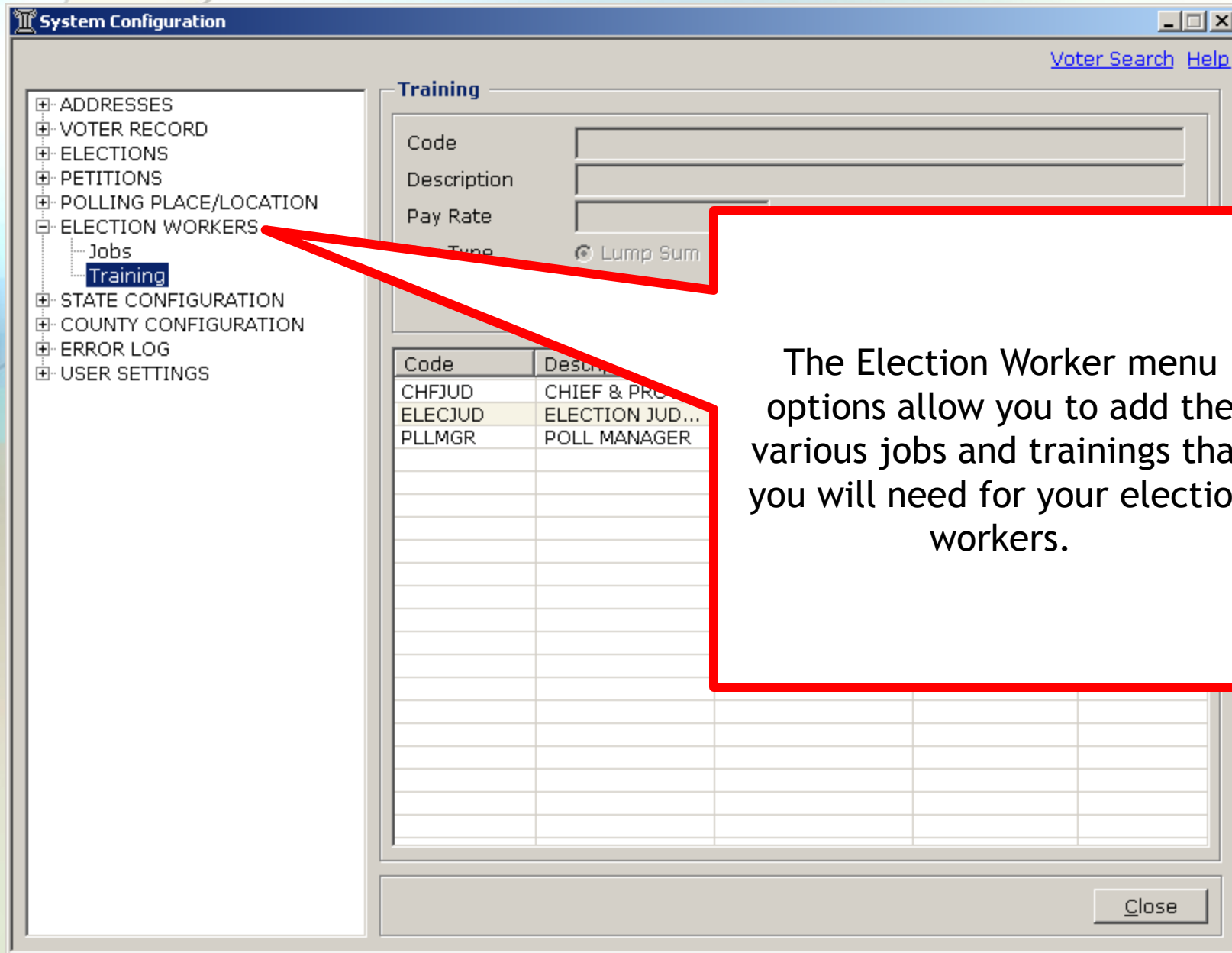


The Petition menu options will allow you to specify petition related details, such as statues and types.

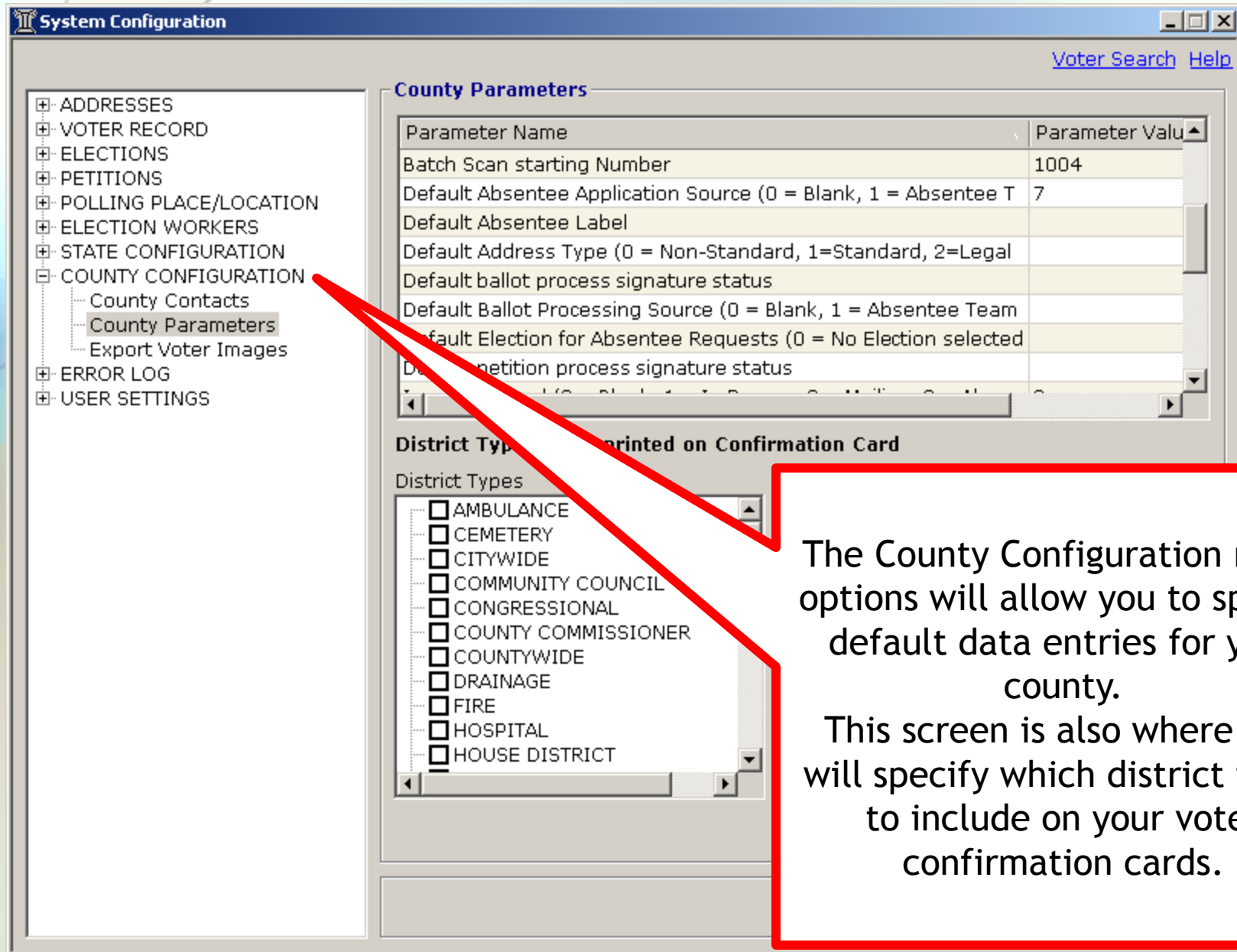
System Configuration



System Configuration



System Configuration



The County Configuration menu options will allow you to specify default data entries for your county.

This screen is also where you will specify which district types to include on your voter confirmation cards.

System Configuration

System Configuration

[Voter Search](#) [Help](#)

Search

View Error Log

Search Text

Error Log File

11/02/2011 01:23:25 PM : ErrLog : ORA-28000: the account is locked---Oracle Data Provider for .NET----Oracle.DataAccess.Client.OracleException ORA-28000: the account is locked at Oracle.DataAccess.Client.OracleException.HandleErrorHelper(Int32 errCode, OracleConnection conn, IntPtr opsErrCtx, OpoSqlValCtx* pOpoSqlValCtx, Object src, String procedure, Boolean bCheck) at Oracle.DataAccess.Client.OracleException.HandleError(Int32 errCode, OracleConnection conn, IntPtr opsErrCtx, Object src) at Oracle.DataAccess.Client.OracleConnection.Open() at DANS.CvrConnection.Open() at () at CommonNS.DANS.CvrConnection getCvrConnection() at CommonNS.DANS.CvrCommand R.CommonNS.DANS.CvrCommand) at n.Collections.SortedList rsByJurisdiction(System.String) loadStateParameters()

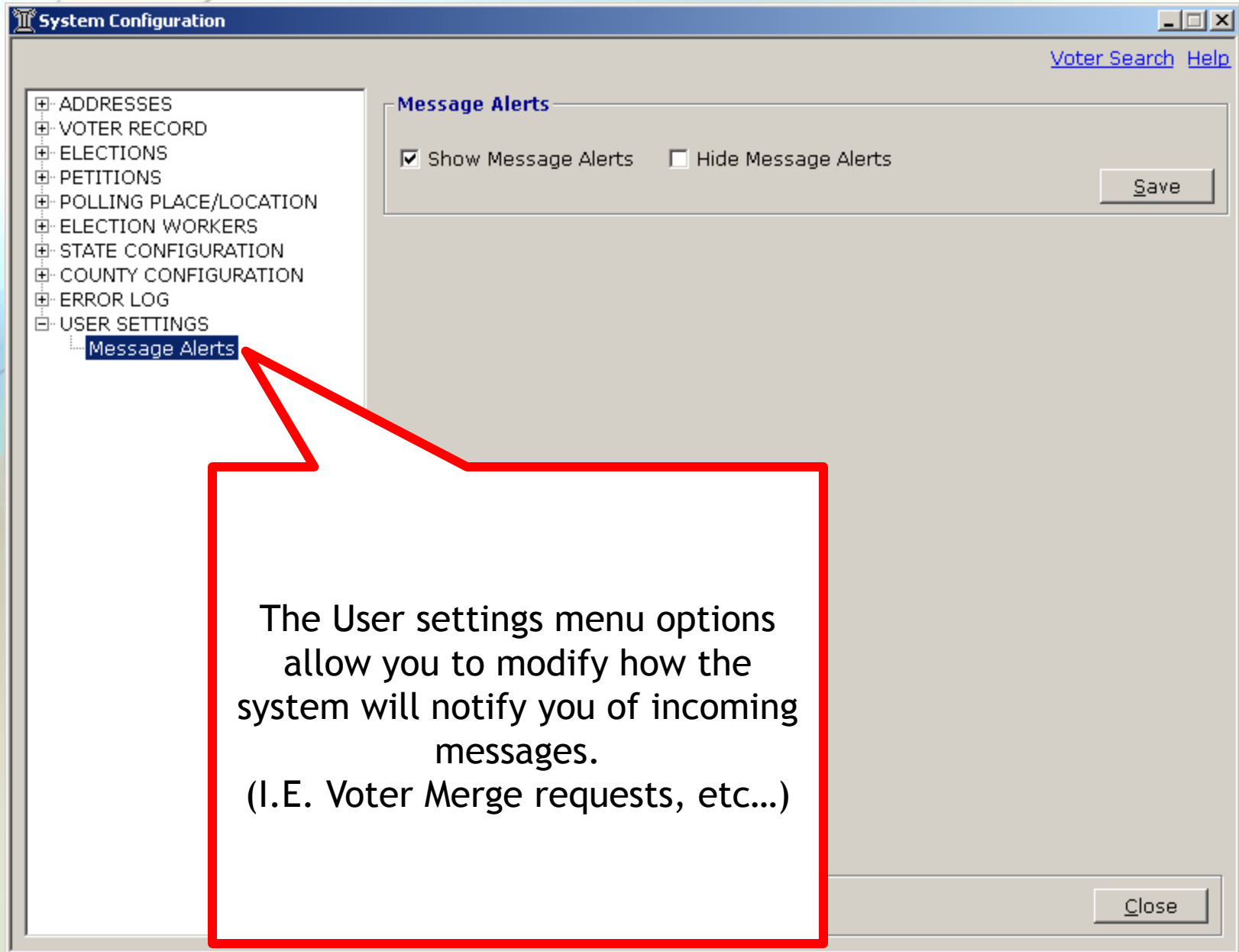
1 PM : ErrLog : ORA-28000: the account is locked at CVR.CommonNS.ExceptionNS.CvrDataBaseException: account is locked at DANS.CvrConnection.Open() at DANS.BaseDataAccess.getCvrConnection()

System Configuration

- ADDRESSES
- VOTER RECORD
- ELECTIONS
- PETITIONS
- POLLING PLACE/LOCATION
- ELECTION WORKERS
- STATE CONFIGURATION
- COUNTY CONFIGURATION
- ERROR LOG
 - View Error Log**
- USER SETTINGS

Used primarily by the Help Desk,
The Error Log screen is where
the system keeps track of the
various errors that have
occurred throughout the
database.

System Configuration



User Administration

- User Role Management

The screenshot shows the MT VOTES web application. At the top, there's a header with the MT VOTES logo and an 'About' link. Below this, a user bar displays 'User: Murray, Zachary' and a 'County' dropdown. A navigation bar contains links for 'Password', 'Help', and 'Exit'. The main content area features a large background image of the Montana State Capitol building. On the left, there's a circular seal of the State of Montana. A red callout box points to the 'User Administration' link in the 'Administration' menu. Another red callout box points to the 'Voter Registration' link in the 'Voters' menu.

Click on “User Administration” to modify roles and privileges assigned to workers in your county.

Only users with the County Administrator Role can create or modify user roles.

Administration

- System Configuration
- User Administration
- Address Library
- Legal Address Library
- Messaging
- Document Templates
- Load External Data

Reports

- Reports & Labels
- Schedule Jobs
- Batch Management

Agency Interface

- Dept of Corrections
- DPHHS Search

Voters

- Voter Registration

Petitions

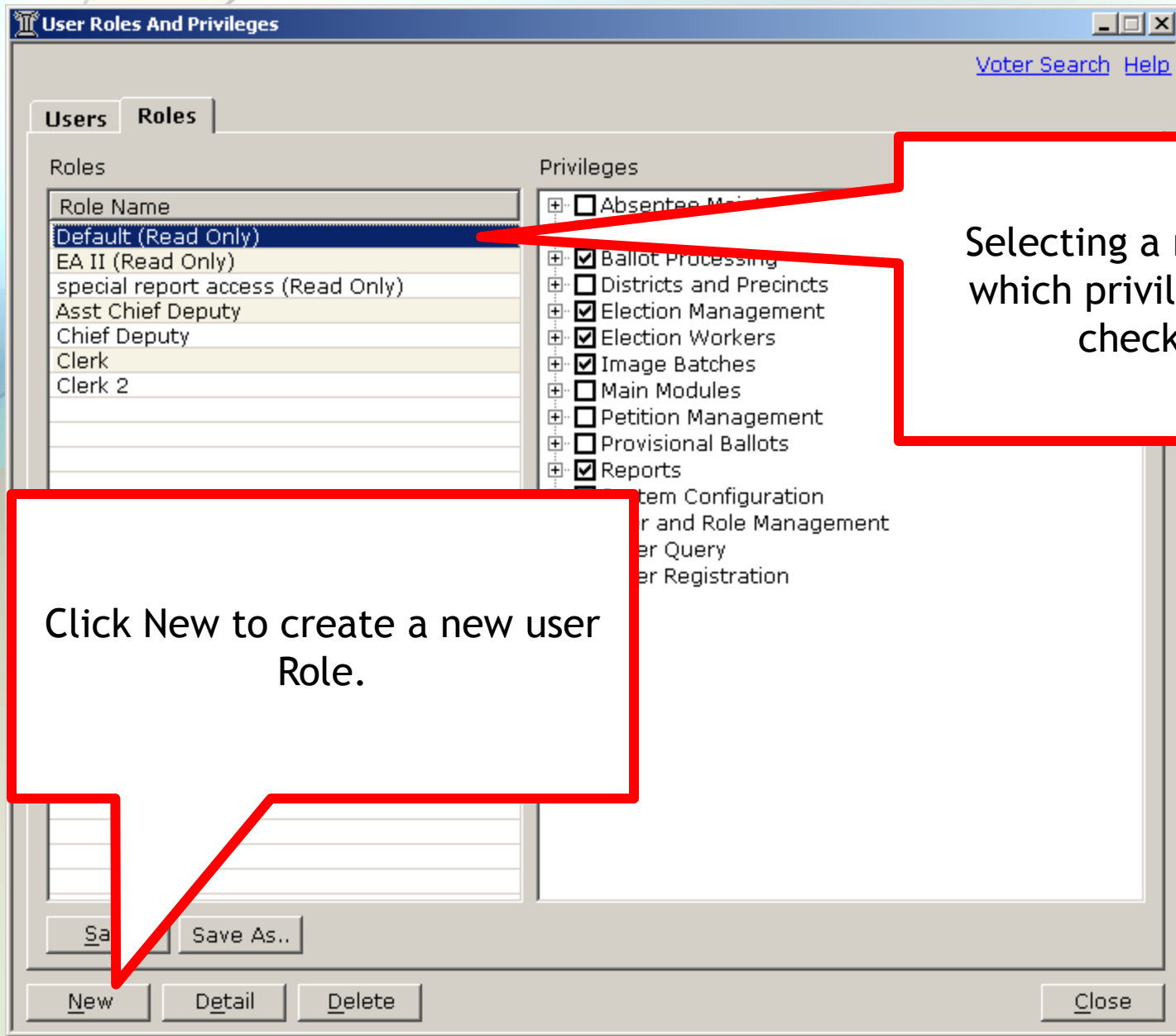
- Petitions

User Administration

[illegible]

The initial screen will display with a list of active workers in your county.


User Administration



Selecting a role will display which privileges have been checked for it.

Click New to create a new user Role.

User Administration



Roles & Privileges - New

Help

Role Name

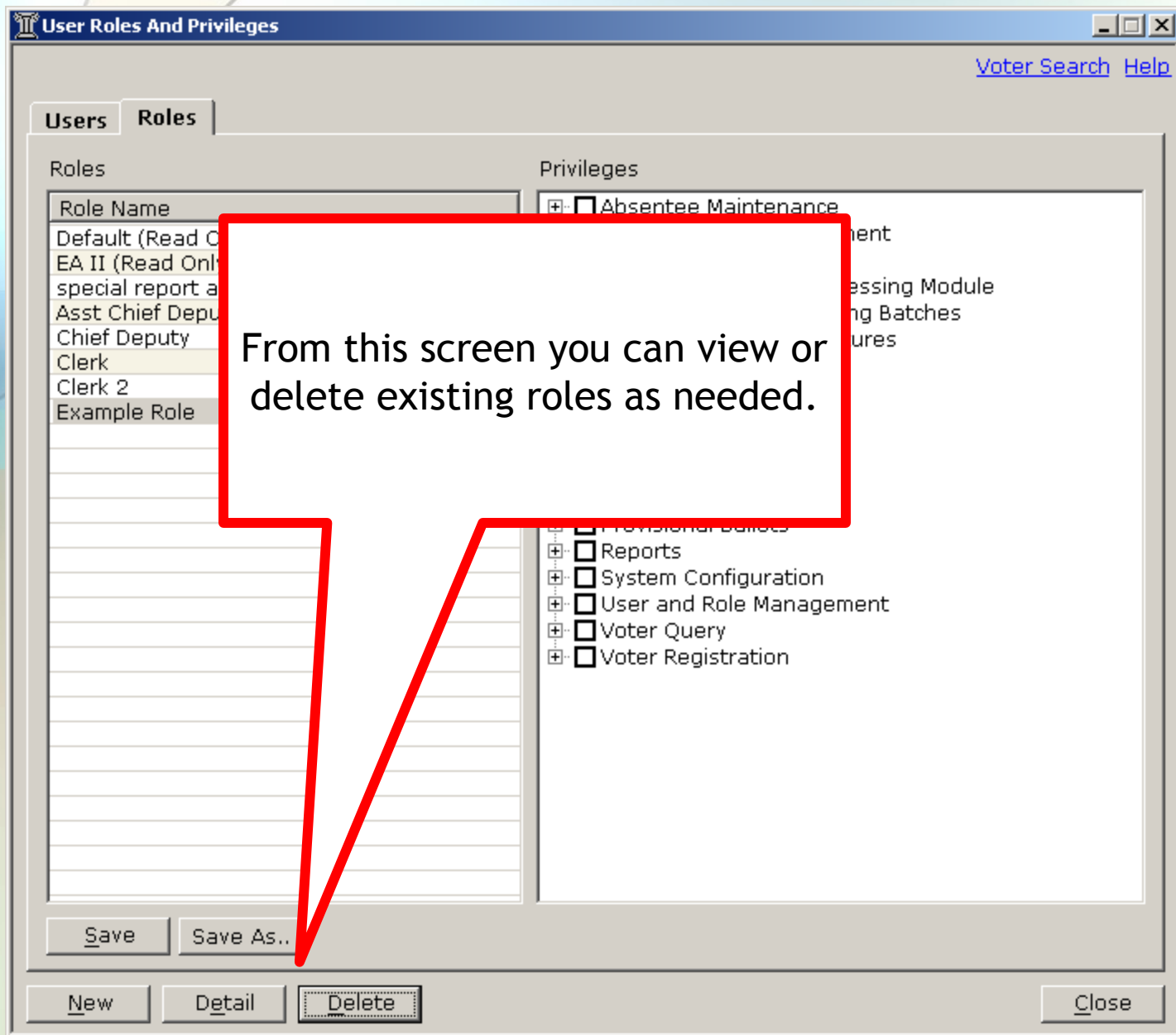
Save Cancel

Enter a unique name for the role and click Save.

The screenshot shows the "User Roles And Privileges" dialog box with the "Roles" tab selected. The "Roles" list on the left includes "Default (Read Only)", "EA II (Read Only)", "special report access (Read Only)", "Asst Chief Deputy", "Chief Deputy", "Clerk", "Clerk 2", and "Example Role". The "Privileges" list on the right includes "Absentee Maintenance", "Address Rules Management", "Ballot Processing" (with sub-items "Access to Ballot Processing Module", "Create Ballot Receiving Batches", and "Process Ballot Signatures"), "Districts and Precincts", "Election Management", "Election Workers", "Image Batches", "Main Modules", "Petition Management", "Provisional Ballots", "Reports", "System Configuration", "User and Role Management", "Voter Query", and "Voter Registration". A red arrow points from the "Petition Management" checkbox to a callout box containing the text: "Once you click on the ballot processing module, it will show the ballot processing module." At the bottom are buttons for "Save", "Save As..", "New", "Detail", "Delete", and "Close".

Once the new role is displayed under Roles you will need to click on it, and then check each box that corresponds to the desired privilege you are wanting to grant.

User Administration



Security Procedures

- Password Management
 - You must change your password every 90 days.
 - Do not give it to anyone.
 - Do not write it down.
 - Change it immediately if you suspected someone knows your password.

Security Procedures

- Password Guidelines
 - Your password must not repeat any previously used passwords.
 - Whenever possible, your password should contain at least three of these four character sets:
 - Uppercase letters
 - Lowercase letters
 - Digits
 - Special characters or symbols

Security Procedures

- Password Recommendations
 - Create meaningful, easily remembered, passwords, that will not be apparent to others.
 - Use phrases or sentences as passwords.
 - Passwords should not be obviously related to the user (family member names, phone numbers)
 - Passwords must be at least 6 characters long.

Security Procedures

Strong Passwords

- 5@mplePwd
- B3agles!
- GottagoShOpp!ng
- lh8R@inyD@ys
- Do not use these samples for your actual password.

Weak Passwords

- password
- fido
- 123456
- abcdefg

Security Procedures

- Securing your Workstation
 - Close files and sessions not in use.
 - Log off prior to leaving your terminal at the end of the day.
 - Lock your workstation every time you leave it:
 - CTRL+ALT+DEL and click 'Lock Workstation' or Windows Key + L
 - Use your network password to log back in.

Security Procedures

- E-mail



Do not transmit information through unsecure e-mail.



Guard against disclosure of confidential information through the use of internet e-mail, news groups, or social websites.

Security Procedures

- Phishing



Phishers use 'Spoofed' e-mails to fool recipients into divulging personal and confidential information.



Be suspicious of any email with urgent requests for personal financial information.



If you are not sure call the company requesting the information and confirm with them. Contact the Help Desk for further Assistance.

Security Procedures

- Types of Malicious Software

Viruses

Worms

Trojans

Malware

Spyware

Security Procedures

- Malicious software Protection
 - Antiviral Software
 - All workstations must be protected
 - Potential harm can occur:
 - Files become corrupted
 - Files are deleted
 - Systems crash

Security Procedures

- Malicious software Protection
 - Notify the Help Desk of any antiviral software-generated alerts or symptoms of infected machines.
 - Take care not to open e-mail attachments from unknown and/or unsolicited sources.

Security Procedures

- Malicious software Protection
 - Symptoms of infected machines include:
 - Your computer starts behaving strangely.
 - Data files in programs such as word or Excel become corrupt or lost with no reasonable explanation.
 - Any unexpected changes in the content/size of your files.

Security Procedures

- Malicious software Protection
 - When you suspect a possible virus:
 - Cease using your computer
 - Do not reboot your computer
 - Do not open any new programs
 - Do not send or attempt to receive e-mails
 - Do not turn your computer off
 - Call the Help Desk at 1-866-541-6767

Security Procedures

- Security Breaches

- Examples of Security Breaches:

- Leaving computers unsecured
 - Giving out a password
 - Leaving protected information displayed on a computer or desk
 - Downloading or installing software without approval
 - Disregarding virus warnings

Security Procedures

- Incident reporting
 - Immediately report any and all suspected or actual breaches of information security to the Help Desk.
 - Report the following to the Help Desk:
 - Date and time incident was discovered
 - Observed behaviors that led to the incident being suspected
 - Any unusual circumstances surrounding the event

Security Procedures

- Summary

- Always secure your workstation
- Never give out a password
- Be alert when logging in
- Use good practices when e-mailing
- Use safe practices when browsing the internet
- Report possible viruses immediately
- Call the Help Desk at 1-866-541-6767 to report any issues or suspected security breaches.

As always, please feel free to contact the Help Desk,
at 1-866-541-6767, with any further questions you
may have.

